

**CENTRAL CONNECTICUT STATE UNIVERSITY**  
**POSITION DESCRIPTION**  
**SUOAF-AFSCME**

**POSITION TITLE:** Environmental Health and Safety Coordinator

**RANK:** Administrator III

**DEPARTMENT:** Administrative Affairs

**SUPERVISOR:** Environmental Health and Safety Officer

**POSITION SUMMARY:**

Under the direction of the Environmental Health and Safety Officer, the Coordinator is responsible for the coordination of hazardous waste activities at CCSU; assisting with regulatory compliance issues; spill response; and training requirements. Assists Environmental Health and Safety Officer as needed.

**POSITION RESPONSIBILITIES:**

Collects, inventories, labels, segregates and stores hazardous waste containers from satellite accumulation areas.

Assists with directing, planning, organizing and providing technical services and waste removal and disposal for the Department of Public Safety, Facilities Management, Fire Safety and campus academic departments.

Ensures that all waste streams are disposed of in a timely manner.

Maintains, inventories and inspects hazardous waste containers in main accumulation areas. Inspects and monitors equipment, work areas and work practices and procedures for compliance with established hazardous waste regulations.

Assists with developing strategy and conducts inspections of waste facilities.

Reviews and signs Federal Hazardous Waste Manifests and Land Disposal Restriction forms as the University representative.

Assists with serving as a resource for faculty, staff and students in the area of environmental health and safety and hazardous waste disposal. Assists with providing interpretation of rules and regulations to university administration and staff.

Conducts internal audits to hazardous waste management guidelines.

Maintains computer-based activities for hazardous waste disposal.

Conducts bulking activities for hazardous waste disposal.

Maintains inventory of spill response materials.

Serves as a member of the University spill response teams.

Responds to emergencies involving hazardous materials

Operates and calibrates environmental health and safety equipment.

July 14, 2006

Collects, bulk packages, and prepares shipping of biological waste as needed.

Perform other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

σ<sub>6</sub> pl. H. Y  
8-15-06

**QUALIFICATIONS:**

Bachelor's degree in environmental science or related field (Chemistry, Biology). Hazardous Waste Operation and Maintenance Training (Hazwoper 40 hour certification) preferred. Two years experience with hazardous waste operations, including Federal and state regulations. Experience in an industrial, laboratory or waste management setting involving scientific work in the hazardous waste area. Knowledge of chemical properties and segregation techniques. Must be able to pass medical exam for respiratory protection. Good written and verbal communication skills. Valid driver's license required, CDL preferred. Credentials and/or experience substantially comparable to the above may also be considered.

FLSA Status: Exempt.

Anne B. Alley 7/26/06  
For the University Date

Rain Healy 7/26/06  
For SUOAF Date

Revised: 07-14-06 Minor changes made to description for use by CCSU. Department, supervisor and position title changes along with minor changes to position responsibilities made. Rank remains at level III. Approved for use by System Office on July 21, 2006.

Created: 07-10-02 Created by WCSU